

MEMORANDUM FOR All New England District Personnel

Subject: – New England District Incentive Awards Program

1. The New England District has developed a new Incentive Awards Program that will recognize superior performance and provide more opportunities for supervisors to reward excellence as it occurs in the workplace. The program is multi-tiered and recognizes team efforts as well as traditional individual contributions. This new program will be incorporated as changes to the CENED-HR Regulation No. 690-1-451. Following are significant elements of the new program:

a. Annual Performance Awards

Beginning OCT 2000 the annual performance cycle for all District employees grades 1-12 will be from 1 NOV to 31 OCT; grades 13-15 will be 1 OCT to 30 SEP. By 15 NOV supervisors will submit formal (monetary and honorary) nominations to an awards panel (Comprised of the District –15's and DDE) for individuals deserving recognition for exceptional performance. This formal recommendation must include an explanation of what made the performance exceptional. Examples of exceptional performance will be provided to supervisors. Basis for monetary performance awards will be 1% of total salary base. The award's panel will review the submission files and recommend honorary/ assign a cash award based on the submissions/quality of the individual contribution to organizational goals.

b. Supervisory On the Spot Discretionary Awards

Each supervisor will be issued a series of "award checks" in \$50 increments to be used to recognize on the spot excellence throughout the year. The amount each supervisor will control will be limited to ½ of 1 % of the salary basis of the supervised workforce in his work unit. Once exhausted, a supervisor cannot receive more award money until the next fiscal year. Maximum possible award is \$250 per event. A supervisor is defined as one who rates individuals.

c. Special Act Awards

Out of cycle Special Act awards for significant contributions may be submitted at any time to the board for approval. Submission of Special Act awards will be as the performance awards and will be voted on by the panel as in paragraph a. Application of this type award will be extremely limited but allows for awards of greater than \$250.

d. Organizational Awards

Non-monetary awards will be used to recognize significant contributions to the goals and success of the organization. In addition to the DOD honorary awards, The NAE non-monetary awards will include organizational awards to recognize individual and team effort. Details and submission times will be published at a later date. Allowable recognition includes items such as plaques, Jackets, desk clocks, other items of nominal value.

2. In order to implement this program a shift in selected annual appraisals will be required. For the current appraisal period, all GS-1 to GS-9's originally scheduled for appraisals in April 00, will now be rated effective December 99. All current rating cycles will be then scheduled to coincide with the fiscal year with the next completion date as stated above. The District wide performance awards will then be submitted and awarded in the November time frame annually.
3. 3. This awards program will be subject to a two-year test period after which its success will be reviewed.
4. These changes are being made to improve our local incentive awards system. We are attempting to address the long-standing problem of a lack of uniformity of approach to the annual performance award. The review system is a management review to perform an oversight function, which will insure that award philosophy is consistent Command-wide and that awards are in keeping with overall mission and goals of the District. We are not replacing the TAPES system, it is our annual performance appraisal system, and it is not an awards system. The annual performance award, based on performance documented via TAPES, is only one part of an incentive awards system.
5. We are also promoting and encouraging the use of other incentive awards to supplement the annual performance award. We are implementing a system, which will encompass a wide range of tools to motivate reward and promote morale, and teamwork in the workforce.

BRIAN E. OSTERNDORF
COL, EN
Commanding